

Vendors must have an active, approved master contract under the SITE program and be approved in the category or categories listed in the RFO document in order to respond to and RFO. Vendor is responsible for reading all addenda associated with the RFO.

IT Professional Technical Services

SITE Program

T#:14ATM

Request for Offers (RFO) For Technology Services Issued By

Department of Administration

Project Title: eProcurement Technology Assessment

Category: Analyst

Business Need

The Minnesota Department of Administration (Admin) is the responsible authority for all state acquisitions, professional / technical and building construction contracts, as well as the lead agency in the Cooperative Purchasing Venture (CPV) which allows eligible entities such as cities and counties to use state contracts to do their purchasing. Admin seeks professional consultant services to develop a 'technology and business roadmap' to improve its procurement processes and IT systems that facilitate the state's procurement activities.

This roadmap will be an implementation plan to describe to the State of Minnesota and its business partners the necessary steps, timeframes and costs to increase efficiency, timeliness and transparency and to modernize its IT systems.

Project Deliverables

- Documentation and assessment of the current procurement processes and IT procurement systems
- Documented analysis of short comings and improvements needed in the current procurement processes and IT procurement systems to include:
 - An in-depth assessment of user needs based on listening sessions with central procurement office staff, agency users, and CPV customers; and
 - Discovery and analysis of existing systems utilized throughout the enterprise to support and facilitate the procurement process and an analysis of potential cost savings possible through the elimination of redundant systems.
- Documented future requirements for procurement (2-8 years)
- Recommendations of process improvements
- Recommendations for IT procurement systems, including specific software applications based on market research, and analysis of systems utilized in governments and organizations of similar size, structure and function.
- Recommendations for 'quick win' process and IT system improvements to be implemented within 18 months
- Documented implementation plan for the 'quick win' 18 month initiatives including timelines, staffing needs and estimated costs
- Documented implementation program (.i.e the roadmap) of projects including timelines, staffing needs and estimated costs
- Preview presentation to Department of Administration Senior Leadership (milestone 1/15/2017)
- Documented final report and presentation

- Presentations to:
 - Department of Administration Senior Leadership Team
 - Department of Administration Admin Leadership Team
 - MN.IT Services Executive Team
 - Statewide ERP Steering Committee
 - Office of the Governor
 - Key Legislators
 - A number of stakeholder groups including the Targeted Group, Veteran-Owned and Disadvantaged Business Enterprise (DBE) communities
 - Others TBD

Project Milestones and Schedule

The State requests responders to submit a proposed project plan and schedule.

Project Environment

- Staff descriptions:
 - Vendor to provide 2 consultants full time (Estimated – Vendor to propose)
 - Work must be performed on-site in St. Paul, Minnesota (with possible presentations outside the Twin Cities area)
 - Office space and equipment will be provided
 - Consultants will report directly to the state's Chief Procurement Officer (CPO) and the Department of Administration's Chief Business Technology Officer (CBTO)
 - Consultants will provide weekly status reports and updates to the CPO and CBTO
 - Consultants may need to update certain Project Management Office (PMO) artifacts such as status reports and project description forms
 - Department of Administration will provide access to subject matter experts (SMEs) and information/documentation as needed

Project Requirements

- Consultants will use standard office tools as specified by the State.
 - Microsoft Office (Word, Excel, Visio, PowerPoint)
- Process modeling tools that will export to a .pdf format will be considered by the state, but not be provided to the consultant.

Responsibilities Expected of the Selected Vendor

- The vendor will provide access to all deliverables and works in progress.
- All deliverables are to be stored on state systems.
- Vendor is responsible for any travel and housing related expenses for the consultants

Mandatory Qualifications (To be initially scored as pass/fail. Thereafter, proposals where the resource(s) meets the Mandatory Qualifications will be scored in part on the extent to which the resource(s) exceeds these mandatory minimums. See RFO Evaluation Process, below.)

Resource qualifications (any resource submitted must meet the mandatory qualifications below)

- Minimum of five years' experience using ERP applications with a strong focus on procurement functionality supporting the purchase order, requisitioning, AP and Inventory functions
- Minimum of five years' experience in purchasing, sourcing, procurement, materials control, or buying team
- Recent (within the last 5 years) software implementation experience, including ERP, CRM, eProcurement, and BI experience
- Data management and data interface experience with system data management and integrity

- Previous experience working in B2B/B2C Ecommerce or marketing
- Previous experience working with an ECommerce platform
- Experience in successfully establishing and administering an eProcurement (or similar) program

Desired Skills

- Four-year degree in business administration, economics, engineering, or similar field
- Experience with state purchasing requirements and guidelines
- Knowledge and/or system implementation experience with non-ERP systems
- Project Management experience
- Experience with Disadvantaged Business Entity (DBE) programs
- Certified Public Purchasing Officer (CPPO), Certified Professional Purchasing Manager (CPPM), or Certified Professional in Supply Chain Management (CPSCM) certification
- Excellent planning, time management, interpersonal, and organizational skills
- Ability to engage, develop, and lead work groups including both internal and external (e.g. suppliers) stakeholders
- Strong written and verbal communication skills as demonstrated through team facilitation, coaching others, management presentations, project deliverables and reporting
- Demonstrated experience utilizing computer programs that support the purchase order, requisitioning, AP or Inventory functions
- Strong business acumen and strategic thinking skills
- Ability to independently prioritize and organize work to meet multiple, and at times, conflicting deadlines
- Proficiency in the use of Microsoft Office applications
- Demonstrated attention to detail, accuracy and efficiency in work

Process Schedule

Process Milestone	Due Date
Deadline for Questions	September 20, 2016, 4:00 pm Central Time
Anticipated Posted Response to Question	September 22, 2016
Proposals due	September 28, 2016, 4:00 pm Central Time
Anticipated proposal evaluation & decision	October 14, 2016
Anticipated work order start date	October 24, 2016

Questions

Any questions regarding this Request for Offers should be submitted via e-mail according to the date and time listed in the process schedule to:

Name: Roleen Marchetti, Contract Manager
 Organization: Office of MNIT Services
 Email Address: mnitcontracts@state.mn.us

Questions and answers will be posted via an addendum to the RFO on the Office of MN.IT Services website (<http://mn.gov/buyit/14atm/rfo/active.html>) according to the process schedule above.

Other persons ARE NOT authorized to discuss this RFO or its requirements with anyone throughout the selection process and responders should not rely on information obtained from non-authorized individuals. If it is discovered a Responder contacted other State staff other than the individual above, the responder's proposal may be removed from further consideration.

RFO Evaluation Process

- Company (15%)
- Experience (30%)
- Work Plan (25%)
- Commitment to Diversity and Inclusion (10%)
- Cost (20%)

This Request for Offers does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Organization reserves the right to reject any and all proposals.

Submission Format

The proposal should be assembled as follows:

1. Cover Page

Master Contractor Name
Master Contractor Address
Contact Name for Master Contractor
Contact Name's direct phone/cell phone (if applicable)
Contact Name's email address

2. Work Plan (Be sure to address all stated Project Deliverables)

Include the following:

- Description of the methodology used
- Milestones and high level tasks, including approximate duration of work

3. Overall Experience:

1. Describe the experience of the company with projects involving an analysis or implementation of ERP or eProcurement systems.
2. Describe experience of proposed project resources, including resumes for all resources that identify the Mandatory Qualifications – which also must be clearly noted in the response matrix. Detail experience of proposed resources in collecting and analyzing information on eProcurement systems and writing reports and recommendations. If pass/fail requirements are not met further scoring of the proposal will be discontinued. Please complete the matrix below for each resource being provided.
3. Also include the name of 3 references for each resource who can speak to the resources work on a similar project. Include the company name and address, reference name, reference email, reference phone number and a brief description of the project this resource completed.
4. Describe responder's commitment to diversity and inclusion in its hiring and contracting practices.
5. Continue the proposal with the remaining items in the order listed.

RESPONSE MATRIX	
Resource Name:	
MANDATORY QUALIFICATIONS:	Provide Dates and Company Name where the resource has demonstrated the qualification
Minimum of five years' experience using ERP applications with a strong focus on procurement functionality supporting the purchase order, requisitioning, AP and Inventory functions	
Minimum of five years' experience in purchasing, sourcing, procurement, materials control, or buying team	
Recent (within the last 5 years) software implementation experience, including ERP, CRM, eProcurement, and BI experience	
Data management and data interface knowledge and expertise with system data management and integrity	
Previous experience working in B2B/B2C	

RESPONSE MATRIX	
Ecommerce or marketing	
Previous experience working with an ECommerce platform	
Experience in successfully establishing and administering an eProcurement (or similar) program	

DESIRED SKILLS:	Provide Dates and Company Name where the resource has demonstrated the skill
Four-year degree in business administration, economics, engineering, or similar field	
Experience with state purchasing requirements and guidelines	
Knowledge and/or system implementation experience with non-ERP systems	
Project Management experience	
Experience with Disadvantaged Business Entity (DBE) programs	
Certified Public Purchasing Officer (CPPO), Certified Professional Purchasing Manager (CPPM), or Certified Professional in Supply Chain Management certification	
Excellent planning, time management, interpersonal, and organizational skills	
Ability to engage, develop, and lead work groups including both internal and external (e.g., suppliers) stakeholders	
Strong written and verbal communication skills as demonstrated through team facilitation, coaching others, management presentations, project deliverables and reporting	
Experience utilizing computer programs that support the purchase order, requisitioning, AP or inventory functions	
Strong business acumen and strategic thinking skills	
Ability to independently prioritize and organize work to meet multiple, and at times, conflicting deadlines	
Proficiency in the use of Microsoft Office applications	
Demonstrated attention to detail, accuracy and efficiency in work	

4. Cost Proposal

Include a separate document labeled "Cost Proposal" which includes the name of each resource being submitted and their corresponding proposed hourly rate.

5. Conflict of interest statement as it relates to this project**6. Additional Statement and forms:**

1. Affirmative Action Certificate of Compliance (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/affaction.doc>
2. Equal Pay Certificate Form (if proposals exceeds \$500,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/equalpaycertificate.doc>
3. Affidavit of non-collusion <http://www.mmd.admin.state.mn.us/doc/noncollusion-2.doc>
4. Certification Regarding Lobbying (if over \$100,000, including extension options) <http://www.mmd.admin.state.mn.us/doc/lobbying.doc>

The STATE reserves the right to determine if further information is needed to better understand the information presented. This may include a request for a presentation.

Proposal Submission Instructions

- **Vendor is limited to submission of 1 proposal in response to the Request for Offers**
- **Response Information:** The proposal and required forms must be transmitted via e-mail to:
 - Roleen Marchetti mnitcontracts@state.mn.us
 - Email subject line must read: eProcurement Technology Assessment (RFO0149)
- Submissions are due according to the process schedule previously listed.
- **A copy of the response must also be sent to MNIT.SITE@state.mn.us for vendor performance tracking.**
- **You must submit an email with your response or email notification that you will not respond to MNIT.SITE@state.mn.us. Failure to do either of these tasks will count against your program activity and may result in removal from the program.**

General Requirements

Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of this work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

Liability

The Contractor must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including reasonable attorney's fees incurred by the State for damages directly and proximately caused by the negligence of the Contractor while engaged in the performance of services under this contract. As a condition to the foregoing indemnity obligations, the State shall provide the Contractor with prompt notice of any claim for which indemnification shall be sought hereunder and shall cooperate in all reasonable respects with the Contractor in connection with any such claim. In accordance with Minnesota Statutes, Section 8.06, the State's Attorney General's Office must provide consent and approval with respect to Contractor's ability and right to control the handling of any such claim and to defend or settle any such claim with counsel of its own choosing.

The State agrees that Contractor, its principals, members and employees shall not be liable to the State for any actions, damages, claims, liabilities, costs, expenses, or losses in any way arising out of or relating to the services performed hereunder for an aggregate amount in excess of \$700,000.

In no event shall Contractor, its principals, members, or employees be liable for consequential, special, indirect, incidental, punitive, or exemplary damages, costs, expenses, or losses (including, without limitation, lost profits and opportunity costs.)

Disposition of Responses

All materials submitted in response to this RFO will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this RFO that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFO, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

IT Accessibility Standards

All documents and other work products delivered by the vendor must be accessible in order to conform with the State Accessibility Standard. Information about the Standard can be found at:

<http://mn.gov/mnit/programs/policies/accessibility/>.

Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors will

receive a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors will receive a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at mmdhelp.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Small Business Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, subd. 6a, the Commissioner of Administration will award a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

A small business qualifies for the veteran-owned preference when it meets one of the following requirements. 1) The business has been certified by the Department of Administration/Materials Management Division as being a veteran-owned or service-disabled veteran-owned small business. 2) The principal place of business is in Minnesota AND the United States Department of Veterans Affairs verifies the business as being a veteran-owned or service-disabled veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74 (Supported By Documentation). See Minn. Stat. § 16C.19(d).

Statutory requirements and certification must be met by the solicitation response due date and time to be awarded the preference.

Foreign Outsourcing of Work Prohibited

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Work Force Certification

For all contracts estimated to be in excess of \$100,000, responders are required to complete the Affirmative Action Certificate of Compliance and return it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. A copy of Minnesota Statute § 363A.36 and Minnesota Rule 5000.3400 - 5000.3600 are available upon request from the contracting agency."

Equal Pay Certification

If the Response to this solicitation could be in excess of \$500,000, the Responder must obtain an Equal Pay Certificate from the Minnesota Department of Human Rights (MDHR) or claim an exemption prior to contract execution. A responder is exempt if it has not employed more than 40 full-time employees on any single working day in one state during the previous 12 months. Please contact MDHR with questions at: 651-539-1095 (metro), 1-800-657-3704 (toll free), 711 or 1-800-627-3529 (MN Relay) or at compliance.MDHR@state.mn.us.